

## **OPEN/CLOSED CAMPUS**

### A. Purpose and Scope

To establish procedures for administering the Board of Education policy for open/closed campus.

### B. General

1. The Governing Board establishes a closed campus at all district schools, however seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour.
2. The Board views this program as a way to improve and reward students who have demonstrated good attendance, good behavior, and have made adequate progress toward fulfilling their community service graduation requirement.
3. At the beginning of the school year, the Superintendent or designee shall notify parents/guardians about the open campus policy as required by law (E.C. 44808.5).
4. The district, Governing Board members and district employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period.
5. The principal of each high school shall be responsible for the annual preparation, implementation and evaluation of the high school's open campus program.
6. The principal or designee may revoke the open campus privilege to any or all students at any time. The principal shall submit a report to the Superintendent or designee indicating the nature and scope of the problem and a procedure for reviewing and resolving the problem.
7. The Superintendent shall notify the Board of any campus closure.

### C. Forms Used and Additional References

1. Request for Permit to Leave Campus during Lunch (Exhibit A)

### D. Procedures

1. Parent(s)/Guardian(s) Permission – In order to be eligible for the open campus privilege, parent(s)/guardian(s) of the student must properly complete and sign the Request for Permit to Leave Campus during Lunch form in the presence of a school administrator.
2. In addition, in order to be eligible for the open campus privilege, students must have satisfactory attendance and demonstrate satisfactory behavior on school grounds and at school sponsored events.
3. Student eligibility will be determined at the start of the school year. Eligibility criteria includes:
  - a. Attendance – Students must not have excessive excused/unexcused absences or trancies at any time.

- b. Behavior – Students must not be on the Hold List or owe any detention, Saturday School or Saturday Work hours.
  - c. Community Service – Students must demonstrate adequate progress toward the district community service requirement of 40 hours.
    - i. Adequate progress is defined as having completed 30 community service hours by the start of the senior year (with a pro-rated formula used for each quarter thereafter for applications received throughout the year)
4. Parent(s)/Guardian(s) of students determined to be eligible may request a permit to leave campus during lunch by submitting an application form to the Attendance Office. Parent(s)/Guardian(s) of students must present their photo ID. Students must present their ID cards for an off-campus lunch sticker to be applied.
  5. Parent(s)/Guardian(s) of students determined to be ineligible at the start of the school year may seek review by submitting a request for reconsideration in writing to the High School Principal or his/her designee. Such students may reapply during the school year once the eligibility criteria is met.
  6. Students must present their ID cards to the school official/campus supervisor upon leaving the campus. Not having the ID card to show the school official/campus supervisor prohibits the student from leaving school grounds.
  7. The District assumes no liability for any accident(s), physical injuries or property damage(s) incurred by students in the exercise of the open campus privilege.
  8. The student and his/her parent(s)/guardian(s) are responsible for where the student chooses to go for lunch in the exercise of the open campus privilege.
  9. Students are expected to return to class on time. Excessive tardiness by students will result in the suspension of the open campus privilege for such students. If a student becomes ill and does not return to school, the parent(s)/guardian(s) must promptly contact the High School Attendance Office.
  10. Students leaving school grounds during the exercise of the open campus privilege remain subject to the District Code of Conduct.
  11. Parent(s)/Guardian(s) may rescind their decision to opt-in to the open campus privilege for the student by notifying the High School Principal in writing.
  12. The open campus privilege may be revoked for students at any time in cases of inappropriate use by such students.

E. Reports Required

None

F. Record Retention

All requests for permit to leave campus during lunch are retained as permitted records under Education Code 49061 and 49062.

G. Responsible Administrative Unit

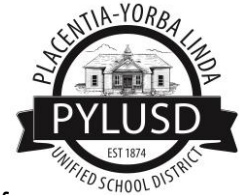
High School Principal and/or designee

H. Approved by:

Candy Plahy                      11-2-15  
Responsible Head      Date

Doug Domene                      11-2-15  
Superintendent                      Date

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
REQUEST FOR PERMIT TO LEAVE CAMPUS DURING LUNCH**



*This document must be signed in the presence of a school administrator or official.*

I, the undersigned, the parent or guardian of, \_\_\_\_\_  
do hereby authorize and permit my son/daughter to leave the premises of the school during his/her lunch period and agree to assume all responsibility for his/her conduct. I further agree and understand that the Placentia-Yorba Linda Unified School District shall not be in any way liable for my son's/daughter's conduct and/or acts in any manner whatsoever, and that the Placentia-Yorba Linda Unified School District assumes no responsibility relative thereto. I hereby hold the Placentia-Yorba Linda Unified School District free and harmless from any damages that may arise out of the use of this permit. I am aware of the conditions stated below:

**THE RESPONSIBILITY OF THE STUDENT'S ADHERENCE TO THESE AUTHORIZATIONS RESTS SOLELY WITH THE PARENT AND STUDENT.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: School Administrator/Designee

**OPEN LUNCH RULES**

1. The campus will be open only during the lunch period.
2. Parental permission will be required. Parents will be required to complete the permission form in person at the campus prior to the issuance of an off-campus pass.
3. Open lunch privilege does not permit students to loiter in the neighborhood.
4. Vehicles will be permitted to leave campus during open lunch.
5. Administrators, school staff and faculty will be authorized to confiscate lunch passes if a student does not return to class on time.
6. Open lunch privileges will be revoked/denied if a student abuses them, such as loitering in the neighborhood or parking lot, tardiness, truancies, unsafe driving, and behavior that will reflect negatively upon the school.
7. Open lunch does not mean that the campus is open to visitors.
8. **Failure to return to class after the lunch period will result in the student being marked truant. The only way to clear this is by a parent/guardian phone call on the same day of absence.**